

## Parks and Recreation Board

### Meeting Minutes

Monday, April 13, 2015 – 6:30 p.m.  
Wylie Municipal Complex – Council Chambers  
300 Country Club Road, Building 100  
Wylie, Texas 75098

#### CALL TO ORDER

Board Chairman Rose called the meeting to order at 6:30 p.m. with Board Member Ulmer, Board Member Chesnut, Board Member Harris and Board Member Kinser present. Board Member Jones and Board Member White were absent from the meeting.

Staff members present: Parks & Recreation Superintendent, Robert Diaz and Parks Board Secretary, Janet Hawkes.

#### CITIZENS PARTICIPATION

No Citizens came forward.

#### BUSINESS ITEMS

1. Consider and act upon approval of the Minutes from the March 23, 2015 meetings.

##### Board Action:

Board Member Kinser made a motion, seconded by Board Member Ulmer, to approve the minutes from the March 23, 2015 meeting. A vote was taken and passed 5-0.

#### DISCUSSION ITEMS

- **Update on progress of Parks Acquisition and Improvement Fund projects and project recommendations for the FY 15-16 Budget.**

Superintendent Diaz opened discussion by reviewing the list of received Acquisition and Improvement (A&I) funds as well as potential A&I funds. He also addressed potential projects to complete. Comments and Board priority are included below, although the Board expressed wanting to discuss the below options one more time at the May meeting before final recommendations were made to staff for the FY 15-16 budget. In light of the upcoming budget meetings, the Potential Items to Complete list was prioritized in order of importance discussed initially by the Parks and Recreation Board Subcommittee members:

##### Potential A & I Funding:

##### **1. Funds received in Fiscal Year 2014/2015:**

Creekside Apartments	west zone	\$201,600
Wooded Creek	west zone	\$ 37,500
Alanis Crossing	central zone	\$159,000

##### **2. Proposed revenues for Fiscal Year 2015/2016:**

Covington Estates Phase One	central zone	\$ 88,000
Westgate Townhomes	central zone	\$156,000
Mansions at Wylie Seniors	west zone	\$256,000
Hunters Cove	east zone	\$177,000

### 3. Proposed revenues for Fiscal Year 2016/2017:

Covington Estates Phase Two central zone \$ 88,000

#### Potential Projects to Complete:

- **Community Park bleacher covers-central zone:** This project is in process and expected to be completed by the end of April, weather permitting.
  - In process, can be removed from the list.
- **Additional trail at the Municipal Complex (6 foot portion at trail head)-west zone:** Funding of this project will come out of the sidewalk bond money. In consideration of a future project, the Board would like a cost estimate for potential solar light installation on the new trail. Superintendent Diaz advised that future grants to extend the Municipal trail will be pursued in order to continue that project.
  - In process, can be removed from the list.
- **Upgrade bridge at Municipal Complex trail-west zone:** Our current operations budget will fund this project.
  - In process, can be removed from the list.
- **Community Park parking lot (landscape and lighting)-central zone:** Although this project never went out to bid, looking back at the initial construction documents, the original estimate came in at approximately \$200,000. The Park and Recreation Board requested an updated cost estimate for the Community Park parking lot. Staff will look into piggy-backing this project with another similar City project in an effort to obtain a more favorable cost. The landscape and lighting portion of the project will likely be pushed out to another fiscal year due to lack of funds.
  - High priority (first on the list).
- **Founders Park scoreboard-west zone:** The Board feels that this is a high priority project preferably to be completed within the current budget year. Staff will pursue possibly fund matching with the Wylie Football League in order to try and efficiently meet this goal in this fiscal year.
  - High priority.
- **Replace Olde City Park playground-central zone:** The Board feels the estimated cost is very high to replace the playground equipment and would like to see details of what would be included as well as possible options. Preferred options include adopting a specific theme for this playground as it is a key park located within the historical downtown.
  - Low priority.
- **Founders Park parking (Stadium and east area near Service Center)-west zone:** Additional funds are necessary for design and engineering to get this project to the bid stage and then lighting would also need to be included. Possible bond project more than an A&I project. Wylie Independent School District is pretty tied up with their bond funds so they are unlikely to contribute funds. Staff could approach WISD on this prospect.
  - Low priority.
- **Replace Pirate Cove playground-west zone:** The playground assessment came back good with only the swing sets needing replacement. Staff tries to keep the mulch in the playground's foundation.
  - Low priority.
- **Sign program at all parks-all zones:** No definitive estimate on expense to complete this project but would be done in a similar way to the bench installation in our parks.
  - Gradual project, high priority as funds allow.
- **Trail connection at Southbrook and Twin Lakes parks-central zone:**
  - High priority for fiscal year 2015/2016.
- **Playground and benches at Creekside Park (added grant from Creekside HOA)-west zone:** The Board supports the Creekside Park playground project with matching funds from the Creekside Home Owner's Association. The Board asked staff to provide examples of the playground type being considered.
  - High priority.

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- **Trail connection from Sage Creek to Wooded Creek (added from staff)-west zone:**  
No cost estimate yet but should be included in the next fiscal year budget. Complicated process because to connect these two trails, easements would need to be obtained from some of the Sage Creek and Wooded Creek residents. Board wants staff to pursue a cost estimate.
  - High priority for fiscal year 2015/2016.
- **Upgrade signage at Municipal Complex trail (interpretive)-west zone:**
  - Gradual project, high priority as funds allow.
- **Community Park restroom-central zone:** The Board sees this as a very low priority and would like to consider a possible removal of the project idea due to the high cost of estimated construction.
  - Low priority.
- **Founders Park restroom-west zone:**
  - Low priority.
- **Map sign at disk golf park-east zone:**
  - Low priority.
- **Development of Braddock Park areas (additional practice fields)-central zone:**
  - Not discussed during meeting.
- **Solar trail lighting at Municipal Complex trails-west zone:** \$6,000 per light. Wants staff to pursue estimate but considers this a future project.
  - Low priority.
- **Solar Community Park parking lot lighting-central zone:** \$6,000 per light. Wants staff to pursue estimate but considers this a future project.
  - Low priority.

- **Recommendations regarding Wylie Recreation Center Operations Budget Assessment Report.**

Superintendent Diaz first presented the Board with the requested chart showing resident/non-resident pass sale percentages since the grand opening of the Recreation Center.

The Board expressed the information presented below is enough to have some discussions with City Council. They want to focus on three main areas: full time staffing, a five year capital improvement plan and fee modifications with an option for a five percent fee increase.

Superintendent Diaz went through each item and discussed with the Board their priorities and goals.

1. **Hire a full-time Front Desk Manager and adjust other full-time staff responsibilities accordingly:**  
The Subcommittee and Board felt this was the number one priority in order to maintain quality customer service and improve retention rates for memberships.
2. **Develop a five year prioritized capital improvement plan:**  
The Subcommittee commented that the beginning of the phase out of older fitness equipment began the process of addressing capital equipment but that a plan must be considered for the facility itself. Some capital maintenance items are addressed in the current budget i.e. gym floor maintenance, minor painting. The subcommittee and Board feel that staff needs to work with the Facility Manager (and City Manager) to develop a capital improvement plan internally.
3. **Drop the credit card surcharge for on-line program registration:**  
The Subcommittee and Board felt that eliminating the current credit card surcharge from customers paying for programs online was needed to increase the usage of online registration. Another benefit would be less staff time devoted to registering patrons for programs improving front desk customer services at the recreation center. The Sub-

committee and Board also felt any cost increase incurred by the City for dropping the surcharge would outweigh the increased usage.

**Revamp the one month membership fee to function as an auto renew option at a lower rate to serve as a long term month to month fee alternative, with an added family option:**

The Subcommittee and Board reviewed all the fees and various staff options. Their recommendations to address this issue are in the new fee options page.

**There should be an across the board fee increase of approximately five percent every two years:**

The Subcommittee and Board added a 5% increase option as part of their review.

**Consider the elimination of the resident/non-resident fee differential:**

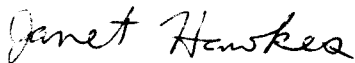
Details for a fee increase option were included in the comparison chart. The Subcommittee added the 5% fee increase option as part of their review but they felt that the resident/non-resident fee differential needed to remain placing the larger burden on non-residents using the facility and potential loss of revenue for non-residents paying a higher rate.

The Board agreed that after staff clarifies the development of the five year prioritized capital improvement plan, they are ready to move forward and address their recommendations regarding the Wylie Recreation Center Operations Budget Assessment to City Council in a May work session.

## **ADJOURNMENT**

There being no further business a motion to adjourn was made by Board Member Harris and seconded by Board Member Ulmer. A vote was taken and passed 5-0. The meeting was adjourned at 8:06 p.m.

## **ATTEST**



Janet Hawkes, Parks Board Secretary



Matt Rose, Parks Board Chairman